



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 611.1

Job Title: **JAIL ATTENDANT**

Pay Grade: 9

GENERAL SUMMARY:

Follows standard operating procedures for processing incarcerated individuals into correction facilities. Coordinates activities such as in-take, housing, meals and the identification and release of individuals.

RESPONSIBILITIES:

- Conducts identification procedures for fingerprinting and photographing incarcerated individuals.
- Provides adequate housing, food and general information for incarcerated individuals.
- Collects and updates property inventory to verify goods.
- Provides information to the public by phone.
- Releases individuals upon receiving official discharge notices.
- Searches individuals for weapons and other illegal substances.
- Escorts individuals for visitations, pre-trials, trials, bonding and release to families.
- Prepares and reviews various documents for accuracy.
- Seeks medical assistance for incarcerated individuals as necessary.
- May be assigned to special work details or special units at the discretion of the Jail Captain or Jail Manager.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certification. Must attend and successfully pass Jail Attendant School coordinated by the Jail Division, affiliated with the Houston Police Academy.

Certification: Must obtain a certificate signed by a physician that states a tuberculosis infection test was conducted, and the results of the test indicated negative for tuberculosis. If the results of the test indicated positive for tuberculosis, must obtain a certificate signed by the attending physician that states the tuberculosis is noninfectious, and the physician must provide correspondence that treatment for tuberculosis is being provided (Required by the State of Texas Health and Safety Code, Chapter 89).

May be required to obtain a Commercial Driver's license.

EXPERIENCE:

No experience is required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Jail Attendant

Senior Jail Attendant

Effective: October 1990

Revised Date: August 2002